



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025


ATSG-CG

NOV 22 2004

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #2 - Open Door Policy

1. My door is open to any member of this command, military or civilian, who has an issue or problem that cannot be satisfactorily resolved at lower echelons of command. Subordinate commanders in the Soldier Support Institute have established similar open door policies, but on occasion it may be necessary to bring matters to my attention.
2. Due to my frequent travels and full schedule, appointments may be scheduled through my aide or Administrative Assistant.
3. Commanders and supervisors will ensure that their personnel are aware of this policy.
4. The proponent for periodic review of this policy is the SSI Deputy Commander.
5. READINESS STARTS HERE!


GINA S. FARRISEE
Brigadier General, USA
Commanding